

§ 17.54 Overall and page marking.

(a) Except as otherwise specified for working papers, the highest classification of a document, whether or not permanently bound, or any copy or reproduction thereof, shall be conspicuously marked, stamped or affixed permanently at the top and bottom on the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover (if any). Each interior page shall be marked with the designation "UNCLASSIFIED" when appropriate.

(b) As an alternative, the highest classification of the document may be conspicuously marked or stamped at the top and bottom of each interior page (regardless of the actual classification of the information contained on that page), provided that such marking is necessary to achieve reproduction efficiency and that the particular information in the interior pages to which classification is assigned is otherwise sufficiently identified consistent with the intent of § 17.56. In no event shall the overall classification marking of a page take the place of the classification marking of portions of the page marked with lower levels of classification.

§ 17.55 Marking components of documents.

When major components of complex documents are likely to be used separately, each major component shall be marked as a separate document. Examples include: Each annex, appendix, or similar component of a plan or program; attachments and appendices to a memorandum or letter; and each major part of a report.

§ 17.56 Paragraph or portion marking.

(a) Each section, part or paragraph, of a classified document shall be marked to show the level of classification of the information contained in or revealed by it, or that it is unclassified. Portions of documents shall be marked in a manner that eliminates doubt as to which portions contain or reveal classified information.

(1) Classification levels of paragraphs or portions of a document shall be shown by placing a parenthetical designator immediately preceding or fol-

lowing the text that it governs. In marking sections, parts, paragraphs, subparagraphs, or similar portions, the parenthetical designators "(TS)" for Top Secret, "(S)" for Secret, and "(C)" for Confidential, shall be used.

(2) When appropriate, the symbol "U" for Unclassified may be used, provided its use or nonuse is consistent throughout the document. Where required the symbols "RD" for Restricted Data and "FRD" for Formerly Restricted Data shall be added, e.g., "(S-RD)" or "(C-FRD)." In addition, portions that contain Critical Nuclear Weapon Design Information will be marked "CNWDI" following the classification.

(b) Illustrations, photographs, figures, graphs, drawings, charts and similar portions of classified documents will be clearly marked to show their classification or unclassified status. Such markings shall not be abbreviated and shall be prominent and placed within or contiguous to the portion. Captions of such portions shall be marked on the basis of their content alone, by placing the symbol "(TS)," "(S)," "(C)," or "(U)" immediately preceding the caption.

(c) If the application of parenthetical designation marking is determined to be impracticable, the document shall contain a statement sufficient to identify the information that is classified and the level of such classification. When all portions of a classified document are classified at the same level, this fact may be indicated by a statement to that effect, which is included in the document.

(d) When elements of information in one portion require different classifications, but segregation into separate portions would destroy continuity or context, the highest classification required for any item shall be applied to that portion or paragraph.

(e) The Attorney General may, for good cause and in writing, grant and revoke waivers of the foregoing portion marking requirements.

(1) Requests for a waiver of portion marking requirements shall be submitted to the Department Security Officer from the Security Programs Managers and shall include the following:

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(i) Identification of the information or class of documents for which the waiver is sought;

(ii) A detailed explanation of why the waiver should be granted;

(iii) The written determination of the Office, Board, Division or Bureau that the anticipated dissemination of the information or class of documents for which the waiver is sought is minimal; and

(iv) The extent to which such information subject to the waiver may be a basis for derivative classification in future documents.

(2) If there is some other basis to conclude that the potential benefits of portion markings are clearly outweighed by the increased administrative burdens, a letter to the Department Security Officer from the Security Programs Manager should be submitted setting forth the circumstances.

(3) The Director of the Information Security Oversight Office shall be notified by the Department Security Officer of any waivers.

§ 17.57 Subjects and titles of documents.

Subjects or titles of classified documents must be marked with the appropriate symbol, “(TS),” “(S),” “(C),” or “(U)” and shall be placed immediately to the right of such subjects or titles. When applicable, other appropriate symbols, e.g., “(RD)” and “(FRD),” shall be added. Every effort should be made to use unclassified titles or subjects. However, if a title or subject requires classification, an unclassified identifier may be assigned to facilitate reference.

§ 17.58 Files, folders or groups of documents.

Files, folders or groups of documents shall be marked conspicuously according to the highest classification of any classified document included therein. Document cover sheets may be used for this purpose.

§ 17.59 Transmittal documents.

A transmittal document shall carry on its face a prominent notation as to the highest classification of the information transmitted with it and a legend showing the classification, if any,

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of the transmittal document standing alone. For example, an unclassified document that transmits a classified document shall bear a notation substantially as follows: “UNCLASSIFIED WHEN CLASSIFIED ENCLOSURE IS REMOVED.”

§ 17.60 Messages.

It is recognized that marking some electronically transmitted classified messages poses serious technical problems, requiring certain exceptions. However, every reasonable effort shall be made to mark such messages consistent with the provisions of this subpart. Message abbreviations examples are included in § 17.66.

§ 17.61 Translations.

Translations of U.S. classified information into a language other than English shall be marked to show the United States as the country of origin, with the appropriate U.S. classification markings and the foreign language equivalent.

§ 17.62 Markings on special categories of material.

(a) Security classification and declassification instructions assigned by the classifier shall be consistent with § 17.51. In addition to use of a stamped marking, classification levels may be printed, written, painted, or affixed by means of a tag, sticker, decal or similar device, on classified material other than paper copies of documents, with preference given to the most durable.

(b) If marking the material or container is not practicable, written notification of the security classification and declassification instructions shall be furnished to recipients. The following procedures for marking various kinds of material containing classified information are not all inclusive and may be varied to accommodate the physical characteristics of the material containing the classified information as well as organizational and operational requirements.

§ 17.63 Charts, maps and drawings.

Charts, maps and drawings shall bear the appropriate classification marking under the legend, title block or scale,